NOTES ON DUE DATES*

Within due dates	*After* due dates	Quarter close
• For guaranteed completion, submit by the due dates. • However, if you must leave Monterey *earlier* than graduation day, be ready for, and request, your Final Review at least five business days before you leave.	• After our due dates, but before the quarter closes, we *still* require five business days for an Initial Review and five business days for a Final Review, and *completion is not guaranteed*. • The later you submit after the due dates, the higher the risk.	• We stop accepting submissions at 5 pm on graduation day.

Criteria for Initial Review and Final Review

- Your thesis is accepted for "Initial Review" if 1) you have submitted to Thesis Processing a draft that contains at least three chapters that have been formatted and proofread inside the template and contains at least a partial list of references that has been proofread, and 2) your Thesis Proposal Form is completed in your dashboard.
    - Only CHDS students working with an approved editor are excused from an Initial Review.

- Your thesis is accepted for "Final Review" if 1) the thesis has undergone an Initial Review (see previous bullet for exception), 2) the Thesis Release and Approval Form (TRAF) has been fully signed in your Python thesis dashboard, and 3) all documents (thesis and First 8 Pages file) have been uploaded to your SharePoint site (exceptions: if your thesis is export-controlled, use Box; if your thesis is classified or CHDS, do not use SharePoint).
    - Thesis Processing will not conduct a Final Review before the TRAF has been fully signed.
    - By NPS policy, military and international students must <u>either</u> have their TPO thesis final acceptance email by their detach date, <u>or</u> must file for an extension by their detach date.
    - If you were instructed to resubmit for another ("Near-final Draft") iThenticate review, you must have this done before submitting for Final Review with your thesis processor. Turnaround time for a Near-final Draft iThenticate review is five business days. Do not sign your TRAF until you have passed your iThenticate review. By signing your TRAF, you attest that your thesis meets Honor Code requirements, including being free of plagiarism.

High-Risk Submission Dates

- **Fewer than five business days before graduation day.** Students submitting for Final Review *fewer than five business days before graduation day* should be advised that next- or second-day turnaround is rarely, if ever, possible. Depending on the number of late submissions we receive, some papers turned in during this time may need to be processed during the "grace week" after graduation (the Academic Council deadline for thesis completion is the Friday after graduation).

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*Academic departments may have submission dates that are earlier than those of Thesis Processing.

Please check with your military representative, program officer, and/or ed tech on the effects an extension will have on your record. It can vary according to service.

  i. If you are submitting for <u>Final Review</u> the week of graduation, but before 5 pm on graduation day, ***and you will be in Monterey the entire next week***, an extension is not required.

  ii. If you plan to submit for <u>Final Review</u> the week of graduation, but before 5 pm on graduation day, **and you will *not* be in Monterey the next week**, please file an extension as a precaution.

  iii. If you are submitting for <u>Initial Review</u> the week of graduation, but before 5 pm on graduation day, completion is not guaranteed; an extension is required.

- **Graduation day.** The last day we accept any submissions is no later than 5 pm on graduation day.

Other Important Dates

- Graduation Day—Student Services and International Program Office closes early.

- Thesis acceptance may not be issued after the Friday following graduation, per the Academic Council. (For the December class, this deadline is three Fridays after graduation.)

- Detach Date—By NPS policy, military and international students must <u>either</u> have their thesis acceptance letter by their detach date, <u>or</u> must file for an extension by their detach date. Students should make their advisory team aware of early detach dates. Those departing before graduation day will be expected to provide proof of departure date in writing. Final Draft deadline for early departures is five business days prior to leaving NPS.

How We Work

Each thesis is carefully reviewed by a thesis processor. Expect a turnaround time of five to eight business days. Turnaround time for a iThenticate review is five business days. During times of heavy volume, such as immediately after the due dates, turnaround times could lean long (six to eight days). *Resident international* and *resident military* students who meet due dates have priority processing. *DL*, *extension*, and *staff* students who meet due dates are highly likely to receive their thesis acceptance by close of business on graduation day, but in times of extremely heavy volume, processing of these types of theses will be pushed to the week after graduation (thesis acceptance may be issued until the Friday after graduation).

Incomplete submissions (failing to list a distribution statement, upload required forms, remove track changes, identify a citation style, etc.) are returned to the student, who must resubmit. <u>A resubmission will lose its original place in line and will be treated as a new submission.</u>

Theses are processed for the current graduating class only. Students submitting for a future graduation will be instructed to resubmit during the quarter in which they plan to graduate. We resume thesis reviews about three to four weeks into each quarter, because the first few weeks after graduation are spent closing out the previous quarter.